



SHELTER MANAGEMENT INC

(503) 585-6176 FAX (503) 370-8015
P.O. Box 13427, SALEM, OR 97309-1427
www.smiproperty.com

RENTAL APPLICATION



DATE RECEIVED TIME RECEIVED

VISUAL PROOF OF I.D. REVIEWED BEFORE PROCESSING? [] YES

PROPERTY ADDRESS WANTED DATE WANTED YOUR PHONE #

APPLICANTS NAME SOC SEC # BIRTH DATE

DRIVERS LICENSE # STATE VEHICLE MAKE MODEL LICENSE

PRESENT ADDRESS TIME LIVED THERE

LANDLORD ADDRESS PHONE #

FORMER ADDRESS TIME LIVED THERE

LANDLORD ADDRESS PHONE #

LANDLORD ADDRESS PHONE #

FORMER ADDRESS TIME LIVED THERE

EMPLOYMENT TIME ON JOB PHONE #

CONTACT PERSON MONTHLY PAY (GROSS, NET)

FORMER EMPLOYER TIME ON JOB PHONE #

HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OR PLED GUILTY OR NO CONTEST TO ANY FELONY OR MISDEMEANOR? [] YES [] NO WHO? WHERE? WHEN? WHAT?

HAVE YOU BEEN EVICTED WITHIN THE LAST 5 YEARS? [] YES [] NO

VISUAL PROOF OF I.D. REVIEWED BEFORE PROCESSING? [] YES CO-APPLICANTS PHONE #

CO-APPLICANTS NAME SOC SEC # BIRTH DATE

DRIVERS LICENSE # STATE VEHICLE MAKE MODEL LICENSE

PRESENT ADDRESS TIME LIVED THERE

LANDLORD ADDRESS PHONE #

FORMER ADDRESS TIME LIVED THERE

LANDLORD ADDRESS PHONE #

LANDLORD ADDRESS PHONE #

FORMER ADDRESS TIME LIVED THERE

EMPLOYMENT TIME ON JOB PHONE #

CONTACT PERSON MONTHLY PAY (GROSS, NET)

FORMER EMPLOYER TIME ON JOB PHONE #

HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OR PLED GUILTY OR NO CONTEST TO ANY FELONY OR MISDEMEANOR? [] YES [] NO WHO? WHERE? WHEN? WHAT?

HAVE YOU BEEN EVICTED WITHIN THE LAST 5 YEARS? [] YES [] NO

LIST ALL OUTSTANDING DEBITS AND/OR CREDIT REFERENCES.

NAME TOTAL DEBT MONTHLY PMT

NAME TOTAL DEBT MONTHLY PMT

NAME TOTAL DEBT MONTHLY PMT

LIST ALL PERSONS THAT WILL BE OCCUPYING THE UNIT YOU ARE APPLYING FOR.

NAME BIRTH DATE NAME BIRTH DATE

NAME BIRTH DATE NAME BIRTH DATE

NAME BIRTH DATE NAME BIRTH DATE

LIST ANY PETS WATERBEDS AQUARIUM PIANO/ORGAN

REASON FOR LEAVING CURRENT RESIDENCE

LEAD WARNING STATEMENT AND ACKNOWLEDGEMENT

Housing built prior to 1978 may contain lead-based paint. Lead from paint, paint chips, and dust pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

BY SIGNING BELOW, I ACKNOWLEDGE I HAVE READ AND UNDERSTOOD THIS WARNING.

I certify that I have read and received a copy of the Tenant Screening and Selection Process on the reverse side of this rental application, and I certify that the information contained in this Rental Application is true and correct, and I hereby authorize Shelter Management, Inc., to contact all references and creditors listed on this rental application and to obtain rental credit and criminal history reports to evaluate my application to rent from Shelter Management, Inc. Applicant(s) acknowledge that if any of the information provided is incomplete or inaccurate or falsified, it shall be grounds for denial of the application or subsequent termination of any tenancy which applicant(s) may obtain from Shelter Management, Inc. Applicant(s) further acknowledges that the \$40 screening charge is non-refundable unless the application is not processed as provided by law.

APPLICANT

CO-APPLICANT

TENANT SCREENING AND SELECTION PROCESS

OCCUPANCY POLICY

Shelter Management, Inc. limits occupancy based upon the number of bedrooms in a unit. Our standard is two people per bedroom. A bedroom is defined as a space within the premises that is intended to be used primarily for sleeping, with at least one (1) window and a closet space for clothing.

TENANT SCREENING & SELECTION. Each Applicant(s) must reasonably satisfy the following criteria:

1. All applicant's combined monthly household net income shall be a minimum of 2 1/2 times the rent. Income may be verified through tax returns, W-2 Income and Wage Statements and Forms 1099 and 1098.
2. Applicant(s) must have been working for their current employer for a minimum of six months. Employment verification will be made by direct contact with the employer in writing or by telephone.
3. Applicant(s) shall provide two years of verifiable rental history on the application, with phone numbers and addresses of prior landlords. Rental history may be verified by direct written or verbal contact with prior landlords.
4. Applicant(s) must have satisfactory credit history. Payment history and outstanding balance information may be obtained from the credit references provided in the Rental Application. Eviction history and forcible entry and detainer actions, unpaid collections or judgment information may be obtained from credit reporting agencies and other sources.
5. The primary applicant must be 18 years or older. All occupants age 18 years and older must submit an application to reside in the desired premises. Landlord will require that applicant(s) provide landlord with picture identification and may require a Social Security Card, copies of which may be made by landlord and kept in landlord's file.

FAILURE TO MEET ANY OF THE ABOVE CRITERIA SHALL RESULT IN DENIAL OF APPLICATION.

If applicant(s) is denied due to the failure to satisfy all of the above criteria, then landlord may offer to waive any one of the criteria by the applicant providing landlord with:

1. A Rental Application completed by a proposed co-signer, together with a \$40 nonrefundable screening charge for processing the application of such co-signer;

OR

2. An additional security deposit equal to 100 percent of the stated rent for the unit which applicant(s) proposes to rent.

It is grounds for denial of application or termination of tenancy if:

1. Applicant(s) has provided incomplete, inaccurate or falsified information to landlord in this Rental Application.

2. Applicant(s) has been convicted or has a pending action by any court of competent jurisdiction of the illegal possession, manufacturing or distribution of a controlled substance. See supplement Criminal Conviction Criteria.
3. Applicant's tenancy would constitute a direct threat to the health or safety of other residents, or could result in substantial physical damage to the property or the property of others. See supplemental Criminal Conviction Criteria.
4. Applicant has a forcible entry and detainer action on their background history less than 5 years old. (See below

Denial Policy Based on Credit if it is in error.)

APPLICATION PROCESS

1. Complete the application on reverse side of this form.
2. Pay the \$40 non-refundable screening charge (\$45 if paid online). (This charge will be refunded if the application is not processed.) If the application is processed the charge will not be refunded.
3. Be prepared to wait three (3) business days for the application screening and verification process to be completed.
4. Once approval of your application is complete, immediate execution of the Rental Agreement is expected.

DENIAL POLICY BASED ON CREDIT

If your application is denied due to unfavorable information received on the credit check, you may:

1. Contact TransUnion, Consumer Relations at 1-800-888-4213, 2 Baldwin Place, P.O. Box 1000, Chester, PA 19022 or email www.transunion.com/myoptions and they will inform you who gave the unfavorable credit ratings.
2. Correct any incorrect information through TransUnion per their policy.
3. Request that TransUnion submit a corrected credit check.
4. Upon receipt of the corrected and satisfactory information, your application will be re-evaluated for the next available unit.

OTHER NON-CREDIT DENIALS

If you have been denied as an applicant and feel you qualify, based upon the above criteria, you should write to Shelter Management, Inc., Equal Housing Department, P.O. Box 13427, Salem, OR, 97309-1427. Your letter should explain the circumstances surrounding your rejection. Within ten (10) business days of the receipt of your letter, your application and any other pertinent material will be reviewed and you will be notified of the outcome of the review.

All applications to rent from Shelter Management, Inc. are valid for 90 days.

CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening charge, Owner/Agent will conduct a search of public records to determine whether application or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or a no contest plea), for any of the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offense; crime involving financial fraud; including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so the Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: Murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which application was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged, is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.

- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

Criminal Conviction Review Process

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

1. Applicant has submitted supporting documentation prior to the public records search; or
2. Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation. Support documentation may include:
 - i) Letter from parole or probation officer;
 - ii) Letter from caseworkers, therapist, counselor, etc.;
 - iii) Certifications of treatments/rehab programs;
 - iv) Letter from employer, teacher, etc.
 - v) Certification of trainings completed;
 - vi) Proof of employment; and
 - vii) Statement of the applicant.

Owner/Agent will:

- a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- c) Hold the unit for which the allocation was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.